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**Sent:** Friday, October 12, 2007 11:48 AM  
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**Cc:** Landers, Stewart (DPH); Miller, Tracy (DPH)  
**Subject:** Updated Confidentiality Procedure 10-A, "The Electronic Transmission of Confidential Information"  
**Attachments:** V3.0\_10A.doc; Application V.3.doc

**TO:** Senior Staff & Bureau Directors  
Current SFED Users & Waiver Recipients  
Privacy & Data Liaisons  
SFED Administration

**RE:** Updated Procedure 10-A, "The Electronic Transmission of Confidential Information," and the Associated Application Form

MDPH's policy, with few exceptions, prohibits the transmission of confidential information by email without taking additional precautions. Explained in full in Confidentiality Procedure 10-A, "The Electronic Transmission of Confidential Information," the procedure and its associated application form have been revised and are attached for your information. These revisions are the result of changes in the technical environment.

A number of technical clarifications were made to the procedure and I encourage you to review it. The key modifications, however, can be summarized as follows:

#### Changes

- MDPH workforce members who have received a waiver to transmit confidential information should no longer type, "secure:" in the subject line of emails being sent within the state domain. The word, "Confidential" should be typed. Please refer to the procedure for complete details. Exempted programs should also type "Confidential" in the subject line of emails.
- The Secure File Transfer service has been fully integrated into Procedure 10-A; it was previously beyond the scope of the procedure, which dealt only with secure email.
- The revised document underscores the importance of SFED users directing their SFED incoming and outgoing email to their SFED accounts and not to their regular work email.
- The format of the procedure has been revised to permit the reader to more quickly access content.

#### Changes to the Application and its Process

- Applications must now be submitted both electronically and in hard copy.
- So that SFED accounts can be more quickly set up, the application now requests the name of each internal and external user.

The on-line training modules are on HealthNet (<http://healthnet.dph.state.ma.us/privsec/training/email/email01.htm>) and ([http://healthnet.dph.state.ma.us/privsec/downloads/sfed\\_user\\_manual.pdf](http://healthnet.dph.state.ma.us/privsec/downloads/sfed_user_manual.pdf)). They have been updated to reflect the updated procedure.

Please share this information with others in your organization who might have need for it.

Do not hesitate to contact me (617.624.5219) if you have any questions about the revised procedure or the application.

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